

## **FIRE INSPECTOR I**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses entry level positions in the Fire Prevention Division, the primary duties of which include conducting fire inspections and enforcing life safety codes. Employees of this class also write reports and keep records required to document Fire Prevention Division activity. Fire Prevention Officers work independently in most areas, with work reviewed by and special assignments received from a Fire Inspector II. This class ranks directly below that of Fire Inspector II.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Inspects buildings and collects information to be used in determining that buildings comply with all applicable fire safety codes, including inspecting standpipe systems, inspecting portable fire extinguishers, inspecting functional aspects of fire detection and alarm systems, inspecting storage areas for flammable and combustible liquids, checking for electrical hazards, determining that buildings meet fire resistance requirements for their construction type, evaluating buildings to insure that they have not suffered structural abuse which might render them unsafe, and assuring that the means of egress from buildings are sufficient for the assigned occupant load.

Discusses inspection findings with the building owner or manager, provides the person in charge with copies of all required forms and reports, and makes recommendations for the correction of fire hazards.

Completes a report of each fire inspection, recording all necessary information about the building, presenting facts and evidence collected during the inspections, and outlining conclusions reached and recommendations made as a result of findings.

Enforces fire prevention codes and ordinances by reinspecting buildings where violations of fire codes occurred and, if necessary, issuing citations, assessing fines, or serving court summonses or stop work orders for non-compliance with fire codes. Prepares information and evidence from inspections for use in a court proceeding and testifies in court or serves as an advisor to the prosecutor. Receives complaints from the public on hazards or on possible violations of fire codes, records all

pertinent information, and processes the complaint following departmental procedures.

Conducts fire drills for business, educational, and assembly occupancies, reviewing evacuation plans and instructing personnel responsible for assisting with the drill. Oversees fire safety in public assembly occupancies at major events.

Assists institutions or companies in developing solutions for fire prevention problems. Issues permits required for special conditions, circumstances, or equipment which may be fire or safety hazards.

Collects information for pre-fire plans by visiting businesses, schools, and other places of public assembly in order to record any area features which might become important in a fire or emergency situation.

Coordinates the work of the division with related agencies. Responds to questions from the public about the operation of the fire prevention division or any related areas of fire prevention services.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Before appointment, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

Must possess a valid driver's license.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

Must have at least one (1) year of experience in fire prevention work with a paid fire department or fire prevention agency,

including performing fire inspections, conducting fire investigations, or conducting fire prevention education programs.

OR

Must have at least three (3) years of experience in fire suppression with a paid fire department or three (3) years of experience in some other field such as fire insurance claims adjusting which would require applicant to attain a familiarity with fire hazards, fire codes, and fire cause determination.

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